Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 11066
Richmond, Virginia 23230-1066
(804) 367-8526
www.dpor.virginia.gov



Real Estate Board PROPRIETARY SCHOOL CERTIFICATION APPLICATION Fee \$190.00

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, *or* a completed credit card insert must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

1. N	lame of School				
2. F	ederal Employer Identification No.				
3. S	Street Address (PO Box <u>not</u> accepte	d)			
C	City, State, Zip Code				
4. N	Mailing Address (PO Box accepted)				
	City, State, Zip Code				
5. E	-mail Address			Address where electronic the Board can be sent (a e-mail address is accepta	n owner/manager
6. T	elephone and Facsimile Numbers	() - Telephone) - Facsimile	
7. T	ype of school (select only one) Privately owned school Real estate professional as Other	·	5	i acsimie	
8. S	School owner(s) - enter the name of	the proprietor, parti	nership, associa	tion, limited liability company	, or corporation
9. N	Iame & Title of School Contact Pers	son			
10. T	ype of courses to be offered (selec	t all that apply)			
	☐ Principles & Practices of Real I	Estate Broker	Courses	Continuing Education	Post Education
11. N	Method of instruction (select all that Classroom Correspondence On-line Other distance learning, de			_	
ir W	I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that the school has complied with all the laws of Virginia related to real estate school certification under the provisions of Title 54.1, Chapter 21 of the <i>Code of Virginia</i> and the <i>Virginia Real Estate Board Regulations</i> .				
C	Contact Person's Signature			Date	
Additional Documentation Required Evidence of financial responsibility prepared by an independent source (See Page Two)* School catalog or bulletin Completed applications for all pre-licensing course instructors					
FFICE	DATE FEE	CLASS OF FEE	0.0	LICENSE NUMBER	ISSUE DATE
SE NLY			02		

*Evidence of Financial Responsibility

The Board is issuing this guidance document in order to interpret and implement the requirements of § 54.1-2105.02.A of the *Code of Virginia* as a means of providing information or guidance of general applicability to the public:

To ensure that Board-approved education providers meet the financial responsibility requirement pursuant to § 54.1-2105.02.A of the *Code of Virginia*, the Board requires every education provider applicant to submit a CPA-certified letter attesting to the applicant's net worth or a balance sheet/financial statement certified to be accurate by the applicant.